

26 March 1964

MEMORANDUM FOR THE RECORD

SUBJECT: Distribution of Congressional Material

1. The attached sheets describe internal, automatic distribution of Congressional hearings. These are hearings only, and do not include bills, reports, staff studies, or resolutions.

2. Bills and resolutions must be ordered from [] By ordering a bill and indicating at the same time which components should receive same, a distribution card is caused to be made. As reports of either House are issued on a bill, the report is automatically forwarded to all persons and offices on the distribution card. Additions to distribution can be made by telephoning same to [] In order to obtain hearings on interesting legislation, it is necessary to first ascertain whether a component is already on the distribution list for all hearings of the particular committee. If not, the request must be telephoned to [] who will forward extra copies in conformance with request. Extra copies of hearings or reports may be ordered by jacket number from []

3. All of the above involves a good deal of record keeping and double checking, but at present no better method is in sight. One suggestion might be in order, to get greater Agency use of materials. The internal distribution of extra copies of hearings should be handled automatically by OCR to insure their maximum use. At present, despite extra copies, many materials are not available or known to the OCI Staff in particular.

[]

Office of Legislative Counsel

Attachment

Distribution:

Orig - Subject
1 - Chrono
1 - Signer

NUMBER

DATE

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SUBJECT AND INTEREST:

Distribution:

Committee Action

Hearings _____ Ordered _____ Report _____
Ordered _____ Amended _____ Yes _____ No _____
Comment:

Floor Action

Passed _____ Rejected _____ Committee Amendments _____
Passed _____ Rejected _____ Floor Amendment _____ Yes _____
_____ No _____

Comment:

Second Chamber:

Committee Action

Hearings _____ Ordered _____ Report _____
Ordered _____ Amended _____ Yes _____ No _____

Comment:

Floor Action

Passed _____ Rejected _____ Committee Amendments _____
Passed _____ Rejected _____ Floor Amendment _____ Yes _____
_____ No _____

Comment:

Conference Report _____ Ordered _____ Passed _____
Rejected _____

Comment:

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Bills -
maintain for 2 copies.

Proposals

1. Summary

Status Reports -

Subject files (expander)

History files (")